



TOUR OPERATOR AND TRAVEL AGENT REGISTRATION FORM

Please complete this registration form in conjunction with Annexure A: which is the business rules and return to our office **for Attention Trade Desk** for our files. This registration is valid for a period of twelve months **1 April 2015 to 31 March 2016**.

FOR OFFICE USE			
Date:		Permanent File No:	
Info Validator:		Acknowledgement letter:	
Signature of Validator:		Authorised by: Budget Holder	
Granted by: TTM		Signature:	
Signature:		Commission %	
Value of Business (prev financial year)			

SECTION ONE: COMPANY DETAILS			
Company Name			
Postal Address			
Physical Address			
Company Registration Number		VAT Number:	
Name of Senior Partner/Manager		Telephone Number	
Fax Number		Cell phone Number	
Email		Website:	
Bankers		Branch	
Auditors			
Postal Address		Telephone Number	
		Fax Number	
		Email Address	
Physical Address			
BEE Verification Certification and	Yes (if yes attach certificate)	No	
HDI (Historically Disadvantaged Individual)	Comment		
Have you ever been insolvent?			

SECTION TWO: TYPE OF BUSINESS (✓ tick appropriate box)					
Tour Operator		Inbound		Outbound	Domestic
Retail Travel Agent					
Wholesale Domestic Tour Operator					
Tour Broker (Tour Consolidator)					
Ground (Wheels) Operator					
SECTION THREE: TOURISM ASSOCIATIONS (✓ tick appropriate box and attach all documentation/certificates)					
SATSA (South African Tourism Services Association)	Membership No.		TGC (Tourism Grading Council of SA)	Membership No.	
SAACI (Southern African Association for the Conference Industry)	Membership No.		SITE (Society of Incentives & Travel Executives SA)	Membership No.	
ASATA (Association of South African Travel Agents)	Membership No.		CTA (Community Tourism Association Of SA)	Membership No.	
Any Provincial Tourism Authority	Membership No.		TBSA (Tourism Business Council of SA)	Membership No.	
FEDHASA (Federated Hospitality Association of SA)	Membership No.		IATA (International Air Transport Association)	Membership No.	
			Other (Specify and provide membership number)	Membership No.	

INTERNATIONAL TOURISM ASSOCIATIONS (✓ tick appropriate box and attach all documentation/certificates)					
SATOA(UK) (South African Tour Operators Ass)	Membership No.		ECTAA** (Group of National Travel Agents' & Tour Operators' Associations within the EU)	Membership No.	
ABTA (UK) (African Business Travel Ass)	Membership No.		ATTA(UK) (African Travel & Tourism Ass)	Membership No.	
FTO (UK)* (Federation of Tour Operators)	Membership No.		WTAAA (World Travel Agents Ass Allian) UFTAA (United Federation of Travel Agents Ass)	Membership No.	
			Other (Specify and provide membership number)	Membership No.	

**Cross membership

SECTION FOUR: CLIENTELE (✓ tick appropriate box)					
Conferences (Business Travel/Tourism)		FIT's (Fully Inclusive Tours)		Tour Groups (10 and over persons)	
Incentives (Including other activities)		VFR'S (Visiting Friends & Relatives)		Other (Please specify)	

SECTION FIVE: DOES YOUR COMPANY HAVE PRINTED PROGRAMS / ITINERARIES DISTRIBUTED?			
In South Africa			
Overseas			
Incorporated in overseas operator's manuals			
If so, is Ezemvelo KZN Wildlife included in these? (Please attach/enclose copies)			

SECTION SIX: CLIENTELE			
Please list your top five producing countries in order of importance: This will enhance the attendances of ITB/WTM/INDABA.			
1.		4.	
2.		5.	
3.			

SECTION SEVEN: TRAVEL TRADE PORTAL ***

(Fill in this section should you and your staff wish to access the travel trade portal to view availability on line)

First Name		Surname	
Telephone Number		Fax Number	
Cellphone Number		Email	
City		Country	

- Please provide this information on your companies official letterhead, signed by your nominated organizational contact.
- You will be responsible to notify us timely, in writing, of any suspension of user access in order to protect your business information.
- The terms and conditions of use are outlined on our website as well as our company registration documents
- Please ensure that all nominated organisational contacts have read and understood them.
- By registering with us you are deemed as accepting them.

SIGNATURES:

Name		Designation	
Signature		Date	